Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_

1. What is the fastest and easiest way to create a new presentation?
2. List two advantages for to using a blank presentation to start a new slide show.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - predefined arrangement of placeholders for text or objects.
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-small pictures showing each available layout.
5. How do enter text into a placeholder box?
6. Files of different formats can have the same file name. (True or False)
7. Where would go in PowerPoint to change your save options?
8. If I have created and saved a PowerPoint 2010 presentation, what will I need to do in order to open in PowerPoint 2003? PowerPoint 2007?
9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-reusable sample file that includes a background, layouts, coordinating fonts, and other design elements that work together to create an attractive, finished slide show.
10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_- a collection of settings including colors, fonts, background graphics, bullet graphics, and margin and placement settings.
11. Once a theme has been chosen it cannot be changed. (True or False)
12. The template chosen should be appropriate for your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_- means together and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ slides are not adjacent to one another.
14. To select non-contiguous slides use the \_\_\_\_\_\_\_\_\_\_\_\_\_ key.
15. To select contiguous slides use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ key.
16. Slides can be selected and moved in the Slides/Outline pane in Normal view or in Slide sorter view. (True or False)
17. How do you delete multiple slides simultaneously?
18. If you create an outline in Microsoft Word, you can import it into PowerPoint and generate slides from it. (True or False)
19. Paragraphs formatted with Word’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ style become slide titles while paragraphs formatted with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ styles (such as Heading 2 or Heading 3) are converted into bulleted lists in the slide’s subtitle placeholders.
20. Pressing the \_\_\_\_\_ key demotes an item while pressing \_\_\_\_\_\_\_\_\_\_\_\_\_\_+\_\_\_\_\_\_\_\_\_\_\_\_\_\_ promotes an item.
21. An item’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_ level is the distance it is indented from the placeholder’s left border. You can change the indent level by using the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ list level and the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ list level found on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab.
22. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ slide command lets you copy slides from one presentation to another.
23. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ library is a feature on a SharePoint server that enables people to publish presentation with each slide saved as an individual file, so that others can reuse slides on an individual basis without having to think about which presentation they originally came from.
24. What is the purpose of Paste Special?
25. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a piece of additional information you associate with a slide.
26. Notes can be added in the \_\_\_\_\_\_\_\_\_\_\_\_\_ pane in Normal view or in the \_\_\_\_\_\_\_\_\_\_\_ Page View on the View Ribbon.
27. The audience cannot see the notes and you can see them by printing them or by using PowerPoint’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ view which lets you use two monitors when delivering your presentation to an audience.
28. List the four formats you can preview and print a presentation.
29. Before presenting a presentation you should preview it in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ view.